

Record Number _____

[illegible]

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. **PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE.** Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Actively participates in and encourages support of Army EEO/EO and special emphasis program areas that promote awareness.

2. Employee displays a long term commitment to valuing diversity; exhibits extra effort to broaden range of input to processes; additional time spent working on diversity issues outside scope of employment. Contributes to the advancement of goals for EEO groups both within the organization and the local community.

3. Promotes a positive work environment that is inclusive, bias free, and in which individuals are valued and treated with respect and dignity. Voices objections to inappropriate remarks of co-workers in a manner that fosters growth and tolerance. Enhances the image of the government as an equal opportunity employer.

4. Serves as a role model/mentor for fair and equal treatment of all employees and practices effective EEO principles.

5. Shows leadership in raising issues; consistently act to bring wide variety of individuals to decision-making process.

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2006 ANNUAL AWARD NOMINATION EFFICIENCY AWARD

Please mark appropriate nomination category with an “X”

Nominee(s)	
Individual or Team Name	
Grade or Rank (Ind)	
Organization	
Phone Number	
Email Address	

Supervisor	
Name	
Phone Number	
Email Address	

Nominating Official	
Name	
Phone Number	
Email Address	

For Team Nominations, List All Team Members:

[illegible]

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. **PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE.** Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Designs new products/services or improves existing processes to deliver products/services based on current and future customer requirements and priorities.
2. Collects data for and routinely monitors trends in process measures that are focused on customer requirements.
3. Proactively uses measurement trend data to evaluate process performance and identify opportunities for improvement.
4. Involves all key stakeholders in the improvement planning process to ensure alignment.
5. Links process improvement initiatives to organizational goals, objectives, and strategic plan.

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2006 ANNUAL AWARD NOMINATION CUSTOMER SERVICE AWARD

Please mark appropriate nomination category with an “X”

Nominee(s)	
Individual or Team Name	
Grade or Rank (Ind)	
Organization	
Phone Number	
Email Address	

Supervisor	
Name	
Phone Number	
Email Address	

Nominating Official	
Name	
Phone Number	
Email Address	

For Team Nominations, List All Team Members:

[illegible]

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. **PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE.** Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Effectively uses a systematic or relevant method or approach to gain information about their customer requirements and satisfaction.

2. Monitors customer satisfaction levels through measures, monitors trends in this data routinely, and uses the information to improve products and/or services for short and long term.

3. Displays agility and willingly integrates changing customer requirements into their products/services.

4. Displays a genuine concern for the customers and demonstrates exceptional interpersonal skills in resolving customer complaints.

5. Demonstrates improvement in or consistently maintains a high level of customer satisfaction (measurable and documented).



2006 ANNUAL AWARD NOMINATION EMPLOYEE OF THE YEAR AWARD

Please mark appropriate nomination category with an "X"

GS 1 to GS 5 ☐

GS 6 to GS 10 ☐

GS 11 and Up ☐

Nominee(s)

Individual Name	
Grade or Rank	
Organization	
Phone Number	
Email Address	

Supervisor

Name	
Phone Number	
Email Address	

Nominating Official

Name	
Phone Number	
Email Address	

Table of Equivalencies

GS 1 to GS 5	GS 6 to GS 10	GS 11 and Up
WG-1 thru WG-8	WG-9 thru WG-13	WG-14 thru WG-15
	WL-1 thru WL-13	WL-14
	WS-1 thru WS-13	WS-14 thru WS-19
E-1 thru E-6	E-7 thru E-9	
	W-1 thru W-4	CW5
	O-1 thru O-3	O-4 thru O-10
NF-1 to NF-2	NF-3	NF-4 thru NF-5
CC-1 thru CC-2		
NA-1 thru NA-6	NA-7 thru NA-10	NA-11 thru NA-15

1. Develops and successfully implements innovative/creative ideas in the organization to improve performance and/or customer satisfaction.

2. Demonstrates agility in a constantly changing environment and willingness to go above and beyond the requirement to accomplish the mission.

3. Displays exceptional interpersonal relations producing harmony within the office and with customers. Include leadership traits, how they assist coworkers to learn a new position or task, assist other employees with challenges, effective communication, and how they effectively foster teamwork.

4. Displays exceptional technical proficiency and continually seek ways to improve and expand job skills.

5. Exercises sound judgment in doing what is right rather than limiting solutions to rigid rules. Looks for ways to say, yes.

For Office Use Only:

Record Number _____

**2006 ANNUAL AWARD NOMINATION
OFFICE ADMINISTRATOR OF THE YEAR AWARD**

Nominee(s)	
Name	
Grade or Rank	
Organization	
Phone Number	
Email Address	

Supervisor	
Name	
Phone Number	
Email Address	

Nominating Official	
Name	
Phone Number	
Email Address	

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. **PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE.** Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Coordinates office activities by planning, organizing, and rearranging workload according to priorities and deadlines in an exceptional manner. Develops and implements new and improved office procedures.

2. Displays exceptional interpersonal relations, which produce harmony with counterparts both internal and external to the office/organization.

3. Displays leadership traits in assisting employees to learn new skills and/or procedures, and demonstrates sound judgment in doing what is right rather than limiting solution(s) to rigid rules, regulations etc.

4. Displays exceptional technical proficiency and continually seeks ways to improve and expand job skills.

5. Demonstrates agility in constantly changing environment and willingness to go above and beyond the requirement to accomplish the mission.

For Office Use Only:

Record Number _____

**2006 ANNUAL AWARD NOMINATION
SUPERVISOR OF THE YEAR AWARD**

Nominee(s)	
Name	
Grade or Rank	
Organization	
Phone Number	
Email Address	

Supervisor	
Name	
Phone Number	
Email Address	

Nominating Official	
Name	
Phone Number	
Email Address	

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. **PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE.** Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Communicates and reinforces organizational values, short- and long-term goals. Translates organizational goals into team and individual performance expectations specific for their areas of responsibility.

2. Fosters an environment for harmony, empowerment, innovation, agility, safety and employee learning. State how the nominee includes the work group(s) in planning organizational improvements and motivates employees to develop and utilize their full potential.

3. Measures, tracks, and reviews performance and capabilities of their areas of responsibility and individuals to assess progress and success in achieving established performance expectations (include customer and employee satisfaction). Communicates and translates performance review findings into improvement priorities and opportunities.

4. Demonstrates an effective employee performance management system that supports high performance and a customer and business focus. Employs a compensation and recognition system that reinforces these objectives, as well as a high level of performance.

5. Demonstrates agility in their leadership style, seeks feedback on their leadership skills to determine areas of improvement, and pursues developmental opportunities.

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**2006 ANNUAL AWARD NOMINATION
EXECUTIVE OF THE YEAR AWARD**

Nominee(s)	
Name	
Grade or Rank	
Organization	
Phone Number	
Email Address	

Supervisor	
Name	
Phone Number	
Email Address	

Nominating Official	
Name	
Phone Number	
Email Address	

Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. **PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE.** Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page, maximum of 6 lines per criteria element.

1. Establishes and communicates organizational values, short- and long-term goals, and performance expectations throughout the organization.

2. Fosters an environment for empowerment, innovation, agility, safety and employee learning. Include how the nominee fosters an environment that encourages the general workforce to participate in planning organizational improvements.

3. Measures, tracks, and reviews organizational performance and capabilities to assess progress and success in achieving established organizational goals. Translates performance review findings into improvement priorities and opportunities.

4. Communicates performance review findings throughout the organization.

5. Seeks feedback on the leadership system to determine areas of improvement.

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**2006 ANNUAL AWARD NOMINATION
FORT BRAGG LIFETIME ACHIEVEMENT AWARD**

Nominee(s)	
Name	
Grade or Rank	
Organization	
Phone Number	
Email Address	
Years of Federal Service	

Supervisor	
Name	
Phone Number	
Email Address	

Nominating Official	
Name	
Phone Number	
Email Address	

Note: Nominees must have a minimum of 25 years of Federal Service to be nominated in this category.

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Criteria: Provide specific BULLETS for each of the criteria listed below with examples of how the nominee accomplished each statement. Each bullet must be addressed separately; nominees will be rated/scored on each element. **PLEASE DO NOT USE THE NOMINEES' NAME IN YOUR RESPONSE.** Suggestions to substitute name are nominee, individual, etc. Nomination must be provided on this form, not to exceed one page.

1. Shown a continued commitment to public service and demonstrated several significant accomplishments within his/her particular government field that are: innovative and risk-taking; high impact; and exemplifies the values of public service.

2. Career in public service and significant accomplishments are characterized by his/her ability to: work effectively with others; mentor others; contribute to positive perceptions of government work through his/her accomplishments.